

**To:** Dietrick McGinnis[dmcginnis@mcginnisandassociates.com]  
**Cc:** Rodriguez, Dante[Rodriguez.Dante@epa.gov]; ghatch.ypt-nsn.gov[ghatch@ypt-nsn.gov]  
**From:** Sturges, Susan  
**Sent:** Tue 2/21/2017 9:15:13 PM  
**Subject:** FW: Laboratory Assignment for Case 46764 ANACONDA COPPER MINE  
asr-regional-notification-case-46764-on-2017-02-16-12-38.pdf

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Contract Laboratory Program lab assignment (Chemtex – CHX) information below and attached for CLP case 46764. Please remember to pre-register as a user of the Sample Management Office Portal so you can upload the chain of custody and also access data packages.

Susan Sturges

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**From:** Carstensen, Katherine A [mailto:Katherine.Carstensen@csra.com]  
**Sent:** Thursday, February 16, 2017 9:41 AM  
**To:** R9RSCC  
**Cc:** Dietrick McGinnis ; Rodriguez, Dante  
**Subject:** Laboratory Assignment for Case 46764 ANACONDA COPPER MINE

Hello,

**Please note that this Case was rescheduled under SOW02.4 with the same laboratory.**

Attached is the Laboratory Assignment for Case 46764 ANACONDA COPPER MINE that is shipping 2/15/2017 to 3/03/2017.

Instructions for Uploading COCs into the SMO Portal

1. Export the .xml file from Scribe using the Export button located on the top left toolbar and select the COC XML File (\*.xml) option.

- In the Export options, select the CLP Region Copy (Includes additional Site and Geospatial Information).

2. Log in to the SMO Portal Site located at <http://epasmoweb.fedcsc.com/smoportal> using your Username and Password. If you do not have a Username and Password, register for access using your Organization.

3. Access the Submit Chain of Custody task from the SMO Portal Home page, then select the Browse button and locate the .xml file you wish to upload.

- **NOTE:** The file will be marked with a status of either Ready to Submit, No Matching Case # or No Matching Lab Name. If the file does not have a status of Ready to Submit, ensure that the Case number, Lab Name and Lab State listed on your Laboratory Assignment were entered correctly on the COC. Use the exact format/punctuation of the Lab Name for best results.

4. Click the SUBMIT button and you will be taken to a page that indicates whether the file has been accepted for further use within the CLP program.

- **NOTE:** If the file was not accepted for further use within the CLP program, see note in previous step for solution.

#### NOTES:

- Regional requirements for COC submission are not replaced by this procedure unless directed by the Region. **EPA requires that the COCs are uploaded within three days of the ship date.**

- Contact the CLPSS Help Desk at [CLPSSHelpdesk@csra.com](mailto:CLPSSHelpdesk@csra.com) or 703-461-2400 for assistance with uploading your .xml file.

Very best,

KATHERINE A. CARSTENSEN  
Environmental Analyst- EPA Regions 3, 9 & 10

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